

Instructions - Prospective operators of Bed & Breakfasts (B&B) must complete and submit this notarized form, along with the required information and fee, to the Zoning Division office at 75 Calhoun Street. After receiving a complete application, properties where a new B&B is proposed will be posted for ten (10) calendar days and the Zoning Administrator shall investigate to determine compliance with the Zoning Ordinance. If approved, a five (5) business day appeal period will follow the posting period, after which the permit may be issued. For applications to allow a change in ownership of an existing licensed B&B, the Zoning Administrator shall have 5 business days to review the application. Applicants for approved B&B's must then receive a City business license to operate.

To Be Completed by Applicant - Please Print

Request approval for: ____ New B&B ____ Change of ownership of existing licensed B&B

Property Address _____ TMS # _____

Property Owner _____ Daytime Phone _____

Prospective Operator _____ Daytime Phone _____

Mailing Address _____

Age of building where B&B unit will be located _____ # of dwelling units currently on property _____

B&B units currently on property (a B&B unit consists of one or more rooms arranged for the purpose of providing sleeping accommodations for transient occupancy by one family) _____

of new B&B units proposed _____

Will proposed B&B unit displace a dwelling unit occupied in preceding year? _____

Section 54-208 of the Zoning Ordinance requires the following information to be submitted by the applicant.

- ☐ Site plan of the property showing the proposed location of the B&B use and the location of the required off-street parking space(s) with each parking space noted.
- ☐ Photographs showing the current views of the building where the B&B unit is proposed to be located.

I hereby acknowledge by my signature below that this application is complete and accurate, that I have reviewed and understand the applicable Zoning Ordinance regulations for operating B&B's, that the property may be posted for this application, that I am or will be the owner and resident of the property where the B&B unit is to be located, that the B&B unit will not displace a residential dwelling unit which was occupied within one (1) year prior to the application, that no meals other than breakfast will be served to paying guests, that I must keep a guest register including names, addresses and dates of occupancy of all guests, that I must comply with all business license and revenue collection laws of the City, County and State, and that that portion of the premises used for the B&B use may be inspected by City personnel on an annual basis to check for compliance with the Zoning Ordinance.

Signature of prospective B&B operator _____ Date _____

Sworn to me this _____ day of _____, 20____

Notary Public
My Commission Expires: _____

For office use only

Date application received _____

Staff person _____ Fees \$ _____ Receipt # _____

For requests to approve new B&B's

Date Posted _____ Staff person _____

Posting period ends _____ Appeal period ends _____

Zoning of property _____ Is property within Old and Historic District? _____

For properties zoned SR-1, SR-2, SR-3, SR-4, SR-5 and STR, indicate lot size in square feet _____

For properties zoned SR-1, SR-2, SR-3, SR4, SR-5 and STR, indicate lot frontage in feet _____

Does the property satisfy the following requirements:

Lot size (existing uses conform) ☐ yes ☐ no ☐ n/aLot frontage (min. 40') ☐ yes ☐ no ☐ n/a1860 or older ☐ yes ☐ noOwner / resident operator ☐ yes ☐ noOld and Historic District ☐ yes ☐ noProvides one off-street maneuverable parking space for each B&B unit ☐ yes ☐ noHas the property been posted for 10 calendar days followed by a 5 business day appeal period? ☐ yes ☐ no

Findings _____

☐ Approved ☐ Denied by _____, Zoning Administrator ____/____/____

Comments _____

For requests to change the ownership of existing licensed B&B'sDoes the applicant comply with the restrictions for operating a B&B at this location? ☐ yes ☐ no

Findings _____

☐ Approved ☐ Denied by _____, Zoning Administrator ____/____/____

Comments _____

If approved, applicant must obtain a City of Charleston Business License prior to opening B&B

Dept. of Design, Development and Preservation 75 Calhoun Street, Third Floor Charleston, South Carolina 29401

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